

# CLARKE CHAPMAN

Job Title:	<b>QHSE Manager</b>	Level: Skilled	REF. FM JD 2020/17 Issue 4 – February 2023
Report to:	Director & Business Manager	Functional Management:	Account Manager for the nominated Contract
Our Company	<p>Founded in 1864, the Clarke Chapman Group specialises in materials handling equipment and provides manufacturing and support services to a wide range of industry. As part of our proud heritage, we have been involved in the UK rail industry designing, manufacturing, and maintaining on track rail equipment. Clarke Chapman Facilities Management are responsible for several long-term maintenance and operation contracts for our client Network Rail.</p> <p>In 2000 Clarke Chapman was acquired by <a href="#">Langley Holdings plc</a>, a diverse, privately owned engineering group based in the UK with principal operating divisions in Germany, Norway, France, Italy and the UK, with a substantial presence in the United States, and more than 90 subsidiaries world-wide. The group employs around 5,600 people.</p>		
Job Overview	<p>This is a “hands on” role and as a valued member of our team, your primary duties will be to proactively promote and support a positive culture of Quality, Health, Safety and Environment (QHSE) within the business. You will support our QHSE objectives by engaging with staff, operational teams, supporting, and educating them on the importance and delivery of QHSE standards.</p> <p>The postholder will improve performance through the monitoring and inspections of QHSE management systems and procedures at site level, including ISO45001, ISO14001, ISO9001. Will successfully drive a positive safety culture as well as ensuring the timely delivery of associated underpinning team QHSE objectives, contract mobilisation support, inspection, and audits and QHSE training.</p>		
Location	Golborne office, Warrington, with attendance at other depots, offices as required.		
Outline of Job	<ul style="list-style-type: none"> <li>• Management of the company Quality, Environmental, Safety and Health policies and procedures within CCFM, maintaining ISO45001, ISO9001 &amp; ISO14001 compliance and accreditation.</li> <li>• Production and ongoing improvement of QHSE processes &amp; procedures to include but not limited to: Safe Systems of Work, Method Statements, Risk Assessments (including COSHH, Manual Handling, Work @ Height etc.) and other related documentation. This will also include the integration of our client’s specific requirements relating to the Rail industry together with statutory obligations and duties.</li> <li>• Supervision of the QHSE Engineer and other depot based HSE Advisors/Engineers.</li> <li>• Manage RISQS and ISO accreditation process and any other licencing/accreditation process.</li> <li>• Manage all QHSE Responsibilities for activities involving the operation of plant and equipment on Network Rails Managed Infrastructure.</li> <li>• Manage internal audit programs for Quality, Environmental, Safety and Health measurable against agreed targets and programmes.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Management of the Operator and Maintenance personnel training and competency programmes and records. Delivery of presentations, internal training, briefings, and toolbox talks.</li> <li>• Recording, statistical analysis and investigation of accidents &amp; near misses.</li> <li>• Attend meetings and liaise with clients to discuss QHSE issues and development plans.</li> <li>• Assist in managing performance measures with a view to continuous improvement.</li> <li>• Collate data and produce project status and period end reports as required.</li> </ul> <p>The QHSE Manager will also be required to work alongside the HSE Manager within our parent company, The Clarke Chapman Group Limited (CCG) on various initiatives and projects as directed by the CCFM Director. This may involve working as part of a Team, and/or taking the lead on initiatives/projects/tasks such as:</p> <ol style="list-style-type: none"> <li>1. Creating and maintaining a culture in which all employees feel safety has a high value and that they are clear about responsibilities, safety aims and objectives within the Company.</li> <li>2. Develop training programs to help reduce workplace accidents and incidents.</li> <li>3. Prepare, convene, and facilitate regular HSE Meetings with senior management teams and HSE personnel throughout the Group to share knowledge and best practice.</li> <li>4. Collating and reporting of company wide HSE performance and accident statistics.</li> </ol> <p>The above is not an exhaustive list of duties, and you may be required to undertake other duties within your capabilities as directed by operational and functional management.</p>	
<p>Education Qualifications and Experience</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Recognised Health &amp; Safety qualification (MIOSH) at diploma level or similar.</li> <li>• Full UK Driving Licence.</li> <li>• ISO45001, ISO9001 &amp; ISO14001 Auditor training.</li> <li>• Good communication, organisational and report writing skills.</li> <li>• Excellent people management skills.</li> <li>• Fully experienced with IT software packages (MS-Word, Excel &amp; Access).</li> </ul>	<p><b>Desirable/Beneficial</b></p> <ul style="list-style-type: none"> <li>• Experience of working within the UK Rail Industry and/or track plant and systems.</li> <li>• Good knowledge of Railways and Other Guided Transport System safety regulations. (ROGS).</li> <li>• Training qualification (CIEH, L3 Award in Education and Training PTLLS or similar*).</li> <li>• Personal Track Safety PTS Holder)*.</li> </ul> <p><i>*External training will be provided to the individual, to ensure they meet the competency requirements.</i></p>



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Key Accountabilities:	Management and continuous improvement of the CCFM (company) Quality, Environmental, Safety and Health systems and policies.				
Relationships	Colleagues, Customers, Suppliers, Business Managers, Directors, Procurement, H&S, Quality, Engineering, Production, Finance, HR				
Deputies	Applicable Deputies – Contract Manager (Contract Issues) – The Clarke Chapman Group H&S Manager (HS&E Issues) – Langley Holdings Group Quality Manager (QA issues)				
Hours of work	Standard working week: 37 hours (Monday – Friday)				
Holidays	25 days annual plus 8 bank/public holidays				
Salary	See Terms and Conditions for full details.				
Safety Implications	<p>Be aware of Health &amp; Safety legislation and Railway Group Standards ensuring strict adherence to safety procedures and safe systems of work applicable to working in a railway environment. Actively participate in promoting safe working practices.</p> <p>Will have undergone and passed a Railway Group Standards, medical and drugs and alcohol tests as well as be willing to participate in any future random tests.</p> <p>Will have completed and successfully achieved PTS.</p>				
Transport	Not applicable.				
Potential career progression.	Other specific functional roles				